

## **Procedures for Participation in Leon County's Private Dirt Road Program**

1. Requests/applications forms for participation in Leon County's Private Dirt Road Repair Program shall be obtained and submitted to the Leon County Division of Operations, 2280 Miccosukee Road, Tallahassee, Florida 32308.
2. All requests/applications for repair services shall include the following: 1) the name, address and telephone number of the party/parties making the request. 2) the name of the road of which the repairs are being requested. 3) a detailed description of the requested repairs to include a list of materials. 4) a map of the exact location within the road section on which the repairs are being requested. A list of all approved services and their associated fees is provided within the Private Dirt Road Repair Program's application form.
3. Upon receipt of the repair request/application, a staff member will perform a review of the request to determine if the requested repairs meet all applicable program criteria. The requesting party/parties shall be notified within two (2) working days as to the findings of the application review.
4. Repair activities allowed under this policy shall be only those activities covered within the Division of Operations General Maintenance Permit, and described as follows:
  - a. grading, balancing and spot repair of the roadbed.
  - b. pulling and shaping of existing roadside ditches.
  - c. stabilization materials (clay/sand) by the cubic yard.
  - d. aggregates by the ton.
5. All fees associated with repair requests shall be entirely the responsibility of the requesting party/parties and shall be paid in full and in advance of the start of work. Leon County will in no manner assume a roll in mediating or negotiating between parties relevant to their participation in the Private Dirt Road Program or the associated fees. All checks for payment of fees shall be made payable to the Leon County Board of County Commissioners.
6. The fees for approved activities within the Private Dirt Road Repair Program shall be based upon the following criteria:
  - a. all activities and materials fees shall be based upon Leon County's current fee rates at the time the services are performed.
  - b. fees will reflect only Leon County's actual cost of doing business with no profit margins included.
7. Approval of repair requests shall be limited in scope to work which, can be accomplished within a ten hour work day, to include mobilization. Payment of fees for services in excess of one day shall not be accepted. Requests for periodic or regular services or acceptance of fees therefore, shall not be accepted.
8. Approval and scheduling of all requests shall be contingent upon the availability of County resources with County maintained roads taking priority over private road repair requests.
9. Upon completion of the private dirt road repairs, the requesting party/parties shall be solely responsible for all future maintenance responsibilities of the road. As such, Leon County shall in no manner assume any responsibility for future maintenance.

**LEON COUNTY – DIVISION OF OPERATIONS**  
**PRIVATE DIRT ROAD REPAIR APPLICATION**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Road to be repaired: \_\_\_\_\_

Please give a detailed description of the requested repairs to include a list of materials:

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Upon receipt of the application, Leon County will review the request to determine if the requested repairs meet all applicable criteria. The applicant will then be notified within two (2) working days as to the results of the review.

**The only repair activities allowed are as follows:**

- Grading, balancing and spot repair of the roadbed
- Pulling and shaping of existing roadside ditches
- Stabilization materials (clay/sand) by the cubic yard
- Aggregates by the ton

**Program Fee Rates:**

1. Road Grading and Ditch Shaping Only.....\$70.40 Per Hour
  2. Clay/Sand Material Delivered.....\$107.90 Per 10yd Load
  3. Roadbase Lime Rock Delivered.....\$190.40 Per 10yd Load
  4. #5 Lime Stone Delivered.....\$259.30 Per 10yd Load
- (All fees include labor, equipment and material costs and represent only Leon County's operation costs.)

All fees associated with repair requests shall be entirely the responsibility of the requesting party/parties and shall be paid in full and in advance of the start of work. **CHECKS/MONEY ORDERS ONLY** are accepted for payment of fees and shall be made payable to the Leon County Board of County Commissioners.

Approval and scheduling of all requests shall be contingent upon the availability of County resources with County maintained roads taking priority over private road repair requests.

Upon completion of the private dirt road repairs, the requesting parties shall be solely responsible for all future maintenance responsibilities of the road. As such, Leon County shall in no manner assume any responsibility for future maintenance.

**PLEASE COMPLETE BOTH SIDES OF THIS FORM**

Draw a map of the exact location within the road section on which the repairs are being requested. Please include addresses or other landmarks to aid in identifying repair location(s).



PLEASE RETURN THIS FORM TO:  
2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308